

# **CITY OF MANCHESTER**

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

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FAX: 603-628-6065

WEB SITE: [www.ManchesterNH.gov](http://www.ManchesterNH.gov)



## **LIBRARY OFFICE ASSISTANT (PART-TIME)**

(Announcement No. R-027-07)

Grade 10

Starting Pay: \$11.07/hr – pro-rated benefits, no medical  
25 hours per week

### **THE JOB:**

Performs a variety of general office clerical duties, including data entry and word processing within the Technical Services Department of the City's Library. Duties include processing of library materials and collection maintenance. Will work with the Division Head to reprocess and reclassify library materials and handle special projects as assigned. Provides back up for other office assistants as needed. Performs other duties as assigned.

### **MINIMUM**

### **QUALIFICATIONS:**

High School graduate or GED, with one to three years experience in general office operations or library experience; or an equivalent combination of training and experience.

**NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.**

### **APPLICATION**

### **PROCEDURES:**

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

### **OPENING DATE:**

Thursday, April 5, 2007

**CLOSING DATE:** Open until filled

### **OFFICE HOURS:**

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

**The City of Manchester is an Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***